



North Central Academy  
5055 Corey Rd.  
Mancelona, Mi 49659  
[www.northcentralacademy.net](http://www.northcentralacademy.net)

**Position:** Classroom Paraprofessional

**Reports to:** Jill Kettlewell, Principal, North Central Academy,  
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**Employed by:** Mitten Educational Management at North Central Academy

**Nature of the Position:**

The primary responsibilities of the Classroom Paraprofessional are to support the classroom teacher as they provide instruction, support students in all aspects of character development, and assist in establishing a positive learning environment.

**Responsibilities of the Position:**

1. Subscribes to the motto: "Action Over Words, Service Over Self".
2. Works closely with the classroom teacher to support best practices and develop a positive and structured learning environment.
3. Works with students in small groups and individually to support students academically.
4. Be a fun, flexible, and energetic presence in the school community.
5. Develop quality relationships and communicate effectively with students and staff members.

**Requirements for the Position:**

1. 60 credit hours of higher education.
2. Fingerprint and background check clearance.
3. Seeks positive impact with kids and community.
4. 10/10 attitude and work ethic each day.

**Pay/Other:**

Year-round salary. Benefits package includes the following: health insurance, 401K, dental and vision, life insurance coverage, a healthy living stipend to promote fitness, uniform allowance, and paid vacation days.